

## SAMPLE SPONSOR LETTER

(DATE)

(NAME INCOMING INDIVIDUAL)

(ADDRESS)

Dear \_\_\_\_\_:

Welcome to the \_\_\_\_\_ Region (ROTC), U.S. Army Cadet Command and the (NAME OF SCHOOL/BATTALION). Our commander is (PMS/BN CDR) and we are responsible for training the future leadership of our Army.

I am the sponsor for you and your family and will do my best to assist you during your transition to our battalion. Below are items I believe you should know prior to your arrival.

- a. (Duty assignment)
- b. U.S. Army Cadet Command Well Being Resources. Well Being information may be obtained by visiting the Command's web site at <http://www.rotc.monroe.army.mil>
- c. (Housing situation: costs, location, etc).
- d. (School system(s): location, quality, etc)
- e. (Medical care: availability, location, costs, etc)
- f. (Dental care/orthodontic: availability, location, costs, etc)
- g. (Weather/climate considerations)
- h. (Veterinary care: availability, location, costs, etc)
- i. (Religious activities)
- j. (Shopping: groceries, furniture, discount, etc)
- k. (Transportation system(s))
- l. (Physical fitness activities: availability on/off campus, location, costs, etc)

m. (Social organizations, e.g., Girl/Boy Scouts, PTA, Lions Club)

n. (Other concerns/issues)

Please contact me at the following: (Office Phone Number and Address) (Home Phone Number and Address)(E-Mail address)

Also, request you complete the enclosed worksheet and send it back to the battalion.

Again, welcome and I hope your move is a smooth one. Please do not hesitate to contact me for assistance.

(SPONSOR)

## NEWCOMMER QUESTIONNAIRE

Please fill out this worksheet and mail it back to the battalion. We will use this to set up our family welcoming within the first few days of your arrival. If you have no immediate family coming to the battalion, write "Family not coming" in the comment section.

Rank: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name:

\_\_\_\_\_

Reporting Date: \_\_\_\_\_

Actual Arrival Date: \_\_\_\_\_ Family Due In:

\_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Children's Names: \_\_\_\_\_

Age: \_\_\_\_\_

Age: \_\_\_\_\_

Age: \_\_\_\_\_

Age: \_\_\_\_\_

Local Address:

Local Phone Number:

Email Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PREARRIVAL AND ARRIVAL ASSISTANCE CHECKLIST

NAME \_\_\_\_\_

DATE

INITIALS

1. Notified of newly assigned personnel. (Date written or telephonic notification received.)

\_\_\_\_\_

\_\_\_\_\_

2. Commander appoints sponsor and prepares letter which outlines sponsorship responsibilities.

\_\_\_\_\_

\_\_\_\_\_

3. Commander prepares letter of welcome and designating sponsor.

\_\_\_\_\_

\_\_\_\_\_

4. Sponsor:

a. Contacts soldier by telephone.

\_\_\_\_\_

\_\_\_\_\_

b. Sends package of materials about local area (materials available at local Chamber of Commerce, Visitors Bureau, and university admissions office), to include a list of housing, medical/dental facilities, etc.

\_\_\_\_\_

\_\_\_\_\_

c. Follows-up with telephone call to ascertain requirements for housing.

\_\_\_\_\_

\_\_\_\_\_

d. Keeps the commander informed of status of the pending arrival of soldier.

\_\_\_\_\_

\_\_\_\_\_

e. Makes necessary temporary arrangements for soldier and family and informs soldier of estimated costs of temporary lodging, and includes any deposit requirements.

\_\_\_\_\_

\_\_\_\_\_

f. Escorts soldier and spouse during in processing (when appropriate), to include

\_\_\_\_\_

\_\_\_\_\_

the search for housing. (If the designated sponsor is unavailable, then someone else from the command will escort the soldier.)